

# **HOUSING AUTHORITY OF THE TOWN OF MANSFIELD**

## **ANNUAL MEETING MINUTES**

Housing Authority Office

January 22, 2014

1:00 p.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice Chairperson; Mr. Eddy, Secretary and Treasurer; Ms. Hall, Assistant Treasurer; Ms. Ward, Commissioner; and Ms. Fields, Executive Director.

The meeting was called to order at 1:15 p.m. by the Chairperson.

### **MINUTES**

A motion was made by Mr. Eddy and seconded by Ms. Ward to accept the minutes of the December 19, 2013 Regular Meeting. Motion approved unanimously.

### **COMMENTS FROM THE PUBLIC**

None

### **COMMUNICATIONS**

None

### **REPORTS OF THE DIRECTOR**

#### **Bills**

A motion was made by Ms. Hall and seconded by Ms. Ward to approve the December bills. Motion approved unanimously.

#### **Financial Reports –A (General)**

A motion was made by Mr. Simonsen and seconded by Ms. Ward to approve the November Financial Reports. Motion approved unanimously.

#### **Financial Report-B (Section 8 Statistical Report)**

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to approve the December Section 8 Statistical Report. Motion approved unanimously.

### **REPORT FROM TENANT REPRESENTATIVE**

#### **Human Services Advisory Committee**

Mr. Eddy reported that the next meeting was later today.

#### **General Reports**

None

### **COMMITTEE REPORTS**

None

### **UNFINISHED BUSINESS**

## **Section 8 Financing Update**

Ms. Fields has been working on the financing of the administration of the Section 8 Program. The latest information from NAHRO is that the administrative fees will be paid at 75% of the stated rate. This is a significant increase over the 2013 which was 68% over the stated rate.

Ms. Fields applied for a grant from the Town of Mansfield through the Department of Human Services. The grant application requesting \$12,000 was submitted to Pat Schneider on January 21, 2014. Mr. Simonson asked Ms. Fields to contact Ms. Schneider to confirm that the IRS designation 501(c)(3) is not required. The application could be amended to name the Mansfield Non Profit Housing Development Corporation if a 501(c)(3) is required.

Ms. Fields spoke with CHFA regarding the possibility of reallocating personnel costs from the Section 8 program to the state programs thereby leaving the Section 8 Program with the personnel costs of only the Section 8 Coordinator.

## **Executive Session - Real Estate**

Ms. Fields asked the Vice Chairman to request a vote to go into Executive Session in order to provide a real estate update which contains privileged information. The Chairman requested a motion be made.

A motion was made by Mr. Simonsen and seconded by Ms. Ward to invite Ms. Fields and to go into Executive Session at 2:15 p.m. Motion approved unanimously.

The Board came out of Executive Session at 2:35 p.m.

## **NEW BUSINESS**

### **New Position/Employee Update**

The Section 8 Coordinator will be back to work on February 3, 2014.

At the last meeting, Mr. Simonsen noted that employee absences, for any reason, and the lack of excess capacity to handle anything outside the immediate workload did not allow Ms. Fields time to address the Housing Authority's larger picture agenda and asked Ms. Fields to think about a solution to free her time.

Ms. Fields responded to the request with a proposal to hiring a property manager who would manage the two state properties and handle any property related projects. Whether the position should be full or part time was discussed. Due to time constraints, it was decided to continue the discussion as part of the Development Committee Meeting.

### **New Committee**

Mr. Eddy proposed creating a new committee, the Development Committee, which will meet initially on February 13, 2014 at 10:30 a.m. Ms. Fields was requested to invite Linda Painter, Mansfield Planner, to the next Board Meeting

## **MEETING DATE REVIEW**

The Regular meeting for March has been rescheduled from March 20, 2014 to March 27, 2014.

## **OTHER BUSINESS**

None

**ADJOURNMENT**

The Chairperson declared the meeting adjourned at 3:07 p.m. without objection.

---

Dexter Eddy, Secretary

**Approved:**

---

Richard Long, Chairperson